

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 84-1**

1 MAY 1998

History

HISTORY OFFICE (HO)



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This Checklist reflects Command requirements for Unit History Offices to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This Checklist has been revised to update references and align critical tasks to core functions.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of the unit History Program.

GEORGE W. BRADLEY III
Director of History

Attachment 1

HISTORY OFFICE (HO)

Table A1.1. Checklist.

SECTION 1: HISTORY OFFICE (MISSION SUPPORT)			
MISSION STATEMENT: To ensure effective historical services support for peacetime and contingency operation. NOTE: All references are from AFI84-101, unless otherwise stated.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are histories in prepared in the proper format? (paras 3.6 and 3.7)			
1.1.2. Have histories been submitted on time or have due date adjustments been approved by HQ AFSPC Office of History? (para 2.2)			
1.1.3. Do the command and staff officers ensure the historian has access to all information, regardless of classification, needed to prepare an accurate and complete history? (para 1.4; AFI 84-102, para 2.1)			
1.1.4. Does the historian thoroughly research the key working files of the organization to obtain documentation supporting the history narrative? (paras 3.3 and 3.4)			
1.1.5. Does the historian collect, preserve, and maintain an archive of historical materials, properly organized, and easily accessible, including classified materials? (paras 1.6, 2.2, 3.3, and 3.4)			
1.1.6. Does the historian attend staff meetings, conferences, and briefings pertinent to the preparation of the history? (para 3.4.4.8)			
1.1.7 Does the historian report directly to the commander, vice commander, or director of staff, if such a position is formally approved by the unit? (para 1.5.1)			
1.1.8. Does the historian respond in a timely and thorough manner to historical inquiries? (para 1.6)			
1.1.9. Does the historian have access to the command post, flightline, and operations centers as appropriate? (AFI 84-102, para 2.1)			
1.1.10. Has the historian been placed on mobility status on unit contingency and operations plans and has a valid history unit type code (UTC) been established (para 1.5.2.; AFI 84-102, paras 1.5.1 and 1.5.2)			
1.1.10.1. Is the historian provided commander- support to fulfill all contingency requirements? (AFI 84-102, para 2.1)			
1.1.10.2. Is the historian properly trained to support contingency operations? (AFI 84-102, para 3.1.1) NOTE: As a minimum includes weapons qualification, chemical warfare protection, and self-aid/buddy care training, and medical preparation (i.e., shot record, etc.).			

1.1.10.3. Does the historian maintain required clothing and equipment to support contingency operations, including history mobility kit? (AFI 84-102, para 3.1.2 and Attachment 4)			
1.1.10.4. Are all required reports prepared using contingency reporting guidance? (paras 3.1.3.1 and 3.1.3.2)			
1.1.11. Are all historical services (including self-initiated projects) recorded on a Historical Information Services Request? (AFI84-101AFSPC1, para 1.6.1)			
1.2. NON-CRITICAL ITEMS	YES	NO	N/A
1.2.1. Are semiannual activity reports (RCS: CHO(AR)8202) submitted on time and in the correct format and are copies maintained for at least 2 years? (para 3.1.2)			
1.2.2. Does the historian participate in local readiness exercises and deploy on at least one major training exercise, or real-world deployment every 3 years? (AFI 84-102, paras 3.1.3 and 3.1.3.2)			
1.2.3. Does the historian complete required reports within 10 days of returning to their permanent duty station, or within 10 days of the termination of local exercises? (para 2.5.1)			
1.2.4. Is there a current unclassified unit history (heritage pamphlet) on file and is it updated as required? (para 2.3)			
1.2.5. Does the historian interview the commander, as necessary, to get the commander's perspective on topics and issues to be covered in each history? (para 3.4.4.9)			
1.2.6. Are Freedom of Information Act (FOIA) requests answered as required by AFI 37-131?			
1.2.7. Is classified information properly safeguarded? (AFI 10-1101)			
1.2.8. Are proper identification and need-to-know procedures followed before granting access to classified information? (AFI 10-1101)			
1.2.9. Are On-the-Job Training records properly maintained and annotated? (AFI 36-2201, para 4.11)			
1.2.10. Is a copy of the most recent quality assessment of the Unit History on file and does the historian use it as a guide for improvement? (para 3.17.2)			
1.2.11. Does the historian have a TOP SECRET clearance, or has the necessary paperwork to obtain a TOP SECRET clearance been submitted? (para 1.6)			
1.2.12. Is the historian exempt from additional duties that significantly interfere with the historical mission? (AFI 84-102, para 2.1)			
1.2.13. Have arrangements been made to automatically receive periodic reports, manuals, instructions, general orders, and other documentation from the offices of origin? (paras 3.3 and 3.4)			

1.2.14. Is the historian familiar with procedures for retaining and disposing of historical program records? (para 3.15)			
1.2.15. Does the historian know where to report the existence of artifacts for possible historical value? (paras 3.19)			
1.2.16. Is the history office equipped with adequate supplies to prepare, bind, and dispatch histories as required? (paras 3.8 and 3.9)			
1.2.17. Does the historian have a tape recorder available for recording interviews? (para 3.4.4.9)			
1.2.18. Does the historian have general reference works (e.g., phone book, standard grammar book, manual of style, thesaurus, dictionary, atlas, history and museum instructions, and forms) necessary to perform all historical duties? (AFSPC Training Handbook)			
1.2.19. Is the history office adequately furnished, properly equipped, centrally located, and recognized as a part of the command section by its inclusion in the staff directory and base phone book? (AFI 84-101AFSPC1, para 1.4.2) <i>NOTE:</i> Proper equipment includes a desktop computer, class A phone, access to microfilm reader/printer and tempest computer, and either voice mail or a telephone answering machine.			
1.2.20. Does the historian have e-mail connectivity and access to the world wide web? (AFI 84-101AFSPC1, para 1.4.2)			
1.2.21. Is the unit's heritage pamphlet available on the command intranet or on the wing's internet home page? (AFI 84-101AFSPC1, para 2.3)			